1. Log in or create a free account at www.transferology.com

2. Search for your first college in the School Name field and select each course you have completed using the + sign.
   *If you have Advanced Placement, International Baccalaureate, or CLEP exams, enter them on the Standardized Exam tab.
   *Military Credits can also be added on that tab.

3. If your course is not listed, it means that you may be the first person to transfer that course to Columbia! Manually add it to your course list and look through your files for the syllabus as we may need it.

Effective: 10/01/2019
4. Once you have entered in all classes from every college or university, click “Search for Matches”

5. Search for Columbia College Chicago and click the “Match” button (your results may look different).

6. Click “Request Information”
7. In the pop-up, click “Advising” and enter all majors that you are interested in studying at Columbia (the full list can be found at colum.edu/academics).

8. Then click “Send to Columbia College Chicago”. Contact transfer@colum.edu with any questions.

Notes:

1. A grade of C or better is required for all major- and minor-required courses. Columbia will accept grades of D or better in general education courses from Illinois community college applicants with at least 30 graded hours and who are pursuing the General Education Core Curriculum (GECC). The only exception is the Composition I and II sequence where a C or better must be earned.